

Yes We Can Asthma Program
American Lung Association
1231 W. Robinhood Drive Suite A-1
Stockton, CA 95207
FAX: (209) 478-3453

Position Title: Program Coordinator
Under direction of: Program Administrator, *Yes We Can Asthma Program*, American Lung Association

Position Summary:

The Program Coordinator will assist in implementing two newly funded community based pediatric asthma programs in San Joaquin County. Work directly with outreach workers, school nurses, and community based organizations. Assist in facilitating various committee meetings and projects. Work in conjunction with program administrator in completing required reports in a timely manner. Maintain communication with the San Joaquin Asthma Coalition.

Position Requirements:

Education:	Bachelor's Degree from an accredited college or university preferred.
Experience:	Three to five years experience in public health, community organizations, and organizational development.
Position Knowledge:	Ability to work independently as well with others. Strong knowledge of community based organizations. Skilled in time management, planning, and organizing.
Work Conditions	Extensive interaction with outreach workers, community based organizations, and the San Joaquin Asthma Coalition.

Specific Duties Include:

- 1) Assist with regular coalition meetings and attend subcommittee meetings as needed.
- 2) Assist with implementation of pediatric asthma program.
- 3) Assist with implementation of annual asthma camps.
- 4) Liaison for outreach workers.
- 5) Submit monthly reports as needed.
- 6) Participate in asthma education and evaluation workshops.